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United Nations Industrial Development Organization

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GENERAL CONFERENCE

First session (part two)

Vienna, 9-13 December 1985

ADVANCE INFORMATION FOR PARTICIPANTS

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I. ORGANIZATION OF THE CONFERENCE

Date and place of the Conference

1. Part two of the first sesion of the General Conference will be held in Vienna, from 9 to 13 December 1985.

2. The Conference will take place in the Hofburg Congress Centre (Kongresszentrum Hofburg), Heldenplatz 1, A-1014 Vienna (telephone: 57 55 71).

3. The opening of the second part of the first session of the Conference will take place at 11.00 a.m., on Monday, 9 December 1985, in the Festsaal of the Hofburg Congress Centre. The opening will be preceded by an informal meeting of the heads of delegations at 10.00 a.m. in the Neuer Saal.

Seating arrangements

4. Delegations will be seated in English alphabetical order. For the first session the name of Thailand was drawn by lot and this country will therefore sit at the far right of the front row in the Festsaal as seen from the rostrum. The same order will be maintained for meetings in other conference rooms.

Secretariat of the Conference

5. The Executive Secretary of the first session of the General Conference is Mr. D. C. Ganao, and the Deputy Executive Secretary of the Conference Mr. A. Kayalar. Their offices are located in Radetzky Appartement I.

Agenda and documentation

6. The provisional agenda for part two of the first session of the General Conference is contained in document UNIDO/GC.1/6 which should be read in conjunction with the annotated provisional agenda (UNIDO/GC.1/6/Add.1).

List of participants

7. The provisional list of participants for the General Conference will go to press on Wednesday, 4 December 1985. Names communicated to the Secretariat by Friday, 29 November, will be included in the provisional list.

8. Delegations are requested to notify, in writing, the staff at the Registration Desk, or the Conference Secretariat, of any subsequent changes in the information entered on the registration form (see also para. 12 below), in order that the records for the "List of participants" may be kept up to date.

Credentials

9. Credentials of the representatives of the Members of the Organization, issued either by the Head of State or Government or by the Minister for Foreign Affairs, and the names of other persons constituting the Members' delegations should reach the Director-General if possible one week before the opening of the Conference, e.g. by Monday, 2 December 1985. Credentials should be sent to the Director-General through the Executive Secretary of the Conference, Mr. D. C. Ganao, UNIDO, Vienna International Centre, room D2219, P.O. Box 300, A-1400 Vienna, Austria.

10. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit them at the Registration Desk in the Hofburg Congress Centre immediately upon their arrival.

11. Other details concerning credentials are provided in a note verbale addressed to Ministers of Foreign Affairs on 11 September 1985 as well as in the annotated provisional agenda of part two of the first session of the Conference (UNIDO/GC.1/6/Add.1, item 4).

Registration

12. United Nations Security Officers on duty in the Hofburg will direct participants to the Registration Desk in the main entrance hall of the Hofburg Congress Centre. For Members, observers and journalists attending part two of the first session of the General Conference the Desk will be open for advance registration on Friday, 6 December 1985, from 10 a.m. to 5 p.m. Subsequently, as of Monday, 9 December 1985, the desk will remain open from 9 a.m. to 5 p.m. All participants, including members of Permanent Missions are invited to present themselves personally at the Registration Desk and to complete the necessary registration forms as soon as possible on arrival in order to ensure the inclusion of their names in the final list of participants.

13. Registration will only be effected for those delegates whose names have been communicated to the Secretariat in an official letter (see also para. 9 above). Any queries relating to registration will be referred to the Office of the Executive Secretary of the Conference.

Conference passes

14. Participants in the General Conference who possess VIC grounds passes are not required to obtain General Conference passes; they will be admitted to the Hofburg with VIC grounds passes. Upon registration those participants who do not possess a VIC grounds pass will be issued with a conference pass which bears the photograph, name and country of the participant. Upon presentation of the completed registration form, the necessary photographs will be taken in the main entrance hall of the Hofburg. All participants must, however, register in order to have their names included in the "List of participants". For security reasons the display of a VIC grounds pass or a Conference pass will be required for admittance to the Hofburg Congress Centre.

Conference rooms available

15. The following conference rooms are available in the Hofburg Congress Centre:

Room	Purpose
Festsaal	Plenary
Neuer Saal	Group meetings
Ratsaal	Working groups, drafting groups other group meetings
Rooms 201 and 425	Small group meetings (no arrangements for interpretation)

Prepared statements

16. To facilitate the work of the interpreters, précis-writers and press officers, speakers are requested to submit in advance and as early as possible, at least 12 copies of their statements to the Conference Officer in the respective meeting rooms, or to the Office of the Chief, Meetings Planning and Servicing Unit (room 208).

Simultaneous interpretation

17. Each seat in the conference rooms (except for rooms 201 and 425) will be provided with a portable simultaneous interpretation receiving set and headphones. Participants are earnestly requested not to remove the equipment from these rooms at the end of the meeting so that it can be checked and, if necessary, adjusted before the next meeting takes place.

18. Speeches made in any of the languages of the Conference (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other languages.

19. A participant may speak in a language other than a language of the Conference if he provides for interpretation into one such language. In such case, interpretation into the other languages of the Conference by interpreters of the Secretariat may be based on the interpretation provided by the representative.

Sound recordings

20. Sound recordings will be made of the meetings of the plenary, the main committees and other sessional bodies as appropriate. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Office of the Chief, Meetings Planning and Servicing Unit (room 208).

Requests for meetings

21. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet informally. Requests for such meetings should be made to the Office of the Chief, Meetings Planning and Servicing Unit (room 208).

Timetable of daily meetings

22. A timetable indicating the time and place of daily meetings will be published in the Journal of the Conference and on the television monitors in the Hofburg Congress Centre. The Journal and television monitors will provide information on the meetings not only of the General Conference but also of the resumed part two of the first session of the Industrial Development Boad and the 1985 Pledging Conference for the Industrial Development Fund which will be meeting during the same week.

Public Information

23. The function of the Public Information Section is to provide press coverage and to issue press releases on the deliberations of the Conference. The Section caters for the needs of the media. The Head of the Public Information Section (Prinz Eugen area) and the staff of the Public Information Section will assist delegations in arranging press briefings and relaying their statements to the press, provided that a sufficient number of copies are made available in time by the delegations concerned.

Journal

24. The Journal of the Conference will be issued daily in English, French and Spanish. It will contain: (a) a programme of meetings; (b) agendas for individual meetings; (c) summaries of meetings; and (d) announcements. Communications for inclusion in the Journal should be sent to its Editor (Radetzky Appartement II).

Documents distribution

25. The main documents of the Conference are available in the languages of the Conference.

26. During the Conference, documents may be collected from the Documents Distribution Counter (Vorsaal, Mezzanine) where each delegation will have a pigeon-hole. This will contain, initially:

(a) A set of pre-session documents;

(b) The first issue of the Journal of the Conference; and

(c) A form on which participants should state the number of copies of documents they will require during the Conference, mentioning the language(s) required.

27. The Documents Distribution Counter will be open each working day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day.

28. Pre-session documents are distributed to all States. All participants are urged to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit.

29. Delegates are requested to fill in and return on the first day of the Conference the form mentioned under subparagraph 26(c) above concerning documents requirements during the Conference. The Chief of the Documents Unit is available to assist delegations with arrangements for distributing documents.

30. Official invitations may also be distributed through the Documents Distribution Counter.

Summary records

31. Summary records will be provided for the plenary meetings in the languages of the Conference.

32. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

33. The records are prepared by the Secretariat and are, once issued as general distribution documents bearing a masthead, subject to correction by delegations. Participants in the plenary meetings may, within seven days after either the receipt of a relevant summary record or the closure of the session whichever is later, submit corrections to their statements in writing to the Secretariat. All corrections requested by delegations within the time limit indicated above shall be consolidated in a single corrigendum issued for all plenary meetings during a session of the Conference. Corrections to summary records should not cover points of style, nor include lengthy additions which would disturb the general equilibrium of the summary records.

34. Corrections to the summary records should be sent, under the signature of the delegation concerned, to the Chief, Translation Section (room 206). Corrections should be indicated in a memorandum and/or be incorporated into the relevant summary record. If no memorandum is sent, the front page of the corrected summary record should bear the signature and title of an authorized official of the delegation concerned.

II. SERVICES

Information Desk

35. There is an Information Desk (ext. 422, 423, 424) on the Mezzanine floor, at the top of the main staircase, where participants can obtain information regarding conference services.

36. Attendants at the Information Desk will take messages for participants and Secretariat staff and arrange for them to be paged when necessary, especially for incoming telephone calls.

Cloakroom

37. Delegates are kindly requested to leave their coats in the cloakroom off the main entrance hall of the Hofburg Conference Centre, as no coat racks are available near the conference rooms.

Library

38. The Vienna International Centre (VIC) Library provides reference and information services based on a collection of books, periodicals, documents and reports of interest to the organizations at the VIC. The Library assists delegates to the Conference through provision of such services, as well as through access to materials in the collection.

39. Although delegates may not borrow library materials, a photocopying service is provided. The reading rooms are open from 8.30 a.m. to 5.30 p.m., Monday to Friday. Inquiries may be made in the VIC, building F, room F0114, telephone 26 31/2632.

Catering services

40. The catering services, which are administered by UNIDO through a managing agent, EUREST GmbH, operate the Wintergarten Restaurant and a snackbar located near the Festsaal in the Hofburg Conference Centre, and will be pleased to serve participants in the Conference from 9 a.m. until half an hour after the close of the last meeting of the day.

41. In addition to the above services, private luncheons and receptions in the VIC can be arranged by the EUREST catering services (room F-184E telephone: 26 31/4870), and the Office of the Chief, Meetings Planning and Servicing Unit (room 208) should be advised accordingly.

42. There are several restaurants in the immediate vicinity of the Hofburg Congress Centre.

Commissary

43. The VIC Commissary is located in the Vienna International Centre (VIC), Vienna 22, Wagramerstrasse 5, in building F, floor -1. The Commissary hours are from 12 noon to 6 p.m. Monday, Tuesday, Wednesday and Friday and on Thursday from 12 noon to 7 p.m. Access to and purchases in the Commissary are limited to holders of a valid Commissary card.

44. According to the Commissary Agreement between UNIDO and the Republic of Austria, heads of delegations of Member States to meetings of or convened by UNIDO - Austrian nationals and stateless persons resident in Austria excluded - are entitled to Commissary cards for the duration of the present Conference. Any questions in connection with the issuing of Commissary cards should be directed to the United Nations Pass Office in the VIC, room GOE10, extension 3907.

45. As photographs of the bearer of the Commissary card are necessary, and to facilitate the issuance of cards to entitled delegates, the Security Officer from the Pass Office in the United Nations Security and Safety Service in the VIC will be on duty in room GOE10, from 12 noon to 5 p.m. on Tuesday, 10 December and from 9 a.m. to 5 p.m. from Wednesday, 11 December through Friday, 13 December. Heads of delegations who had returned their old Commissary cards will have these updated in the Pass Office.

46. A computerized point-of-sale system has been installed in the VIC Commissary and purchases can only be made if the relevant personal data are entered into this system. Therefore, after receipt of the Commissary card, the bearer is kindly requested to go to the Customer Service Counter in the VIC, building F (F-157), during Commissary opening hours where necessary actions are taken to enable purchases to be made with the card.

United Nations stamps

47. Available United Nations stamps and postal stationery are on sale at the United Nations Postal Administration sales counter in the VIC, Vienna 22, Wagramerstrasse 5, Main Lobby, building C. United Nations stamps in Austrian denomination can be used for outgoing mail posted in the VIC only.

Bank services

48. Bank services are provided by the Creditanstalt-Bankverein, in the main entrance hall of the Hofburg Congress Centre. The bank is open Monday through Friday from 9 a.m. to 6 p.m.

Telegrams and mail

49. A Post Office, in the main entrance hall of the Hofburg Congress Centre provides all regular postal services. The Post Office is open from 9 a.m. to 6 p.m. Special arrangements have been made with regard to:

(a) Telephone calls: Incoming calls will be taken, on request, at the Information Desk, external telephone number 57 55 71, extensions 422, 423, 424. Outgoing local calls can be made from the telephones in the Hofburg Congress Centre and long-distance calls must be placed at the Post Office.

(b) Telegrams: Outgoing telegrams must be dispatched from the Post Office. Incoming telegrams will be delivered to the Information Desk and from there will be taken to the addressee; if the addressee is not to be found in the Hofburg Congress Centre, the telegrams will be sent to the hotel or private address indicated on the registration form.

First aid

50. Emergency medical attention is available in the First Aid Room, on the ground floor of the Hofburg Congress Centre, extension 295, during the working days of the session from 9.30 a.m. until the close of the last meeting of the day. For emergency assistance at other times, apply to the porter in the Hofburg entrance lobby (telephone 57 55 71, extension 440).

Car traffic

51. A car park for participants, the Press and the Conference Secretariat is provided in the Heldenplatz, just outside the Hofburg Congress Centre. Only cars displaying a car label issued by the Registration Desk may park there. Participants are asked to ensure that their chauffeurs obey the traffic and parking signs, as well as the directions of the police officers at the entrance to the car park.

Public transport

52. When using the public transport services in Vienna during the Conference, participants are advised to obtain either a three-day ticket or a weekly ticket. The tickets are available at the newsstand in the VIC, at most tobacconist shops (Tabak-Trafik) or in the larger underground (U-Bahn) stations. A photograph is required for the weekly tickets.

Transport between the Hofburg and the VIC

53. As there will be no shuttle service provided between the Hofburg and the VIC, participants are advised to use their own means of transport or use the public transport services. The underground (U-Bahn) line U-1, which can be boarded at the Stephansplatz or at the Karlsplatz stations near the Hofburg Congress Centre, leads direct to the VIC (Kaisermühlen - Vienna International Centre stop). The U-1 line is indicated by the colour red.

Reservation of hotel rooms

54. The Secretariat regrets that it is not in a position to assist delegations in making hotel reservations. It is suggested that delegations take the necessary action through their diplomatic missions.